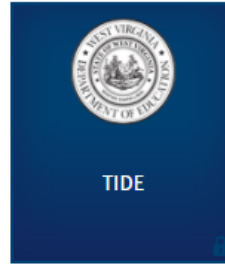
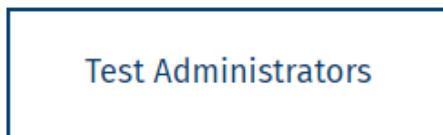


Changing Interim Testing Grade in TIDE

Students are assigned to Interim Tests according to grade level. There may be occasions in which it is more appropriate for students to take interim tests in a grade other than their enrolled grade. If this is the case, a teacher, school coordinator, or district coordinator may change or add grades that the specific student may test in.

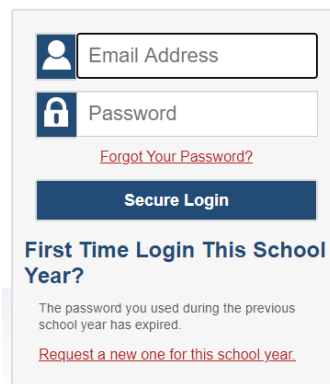
How to Change Interim Test Grade in TIDE

1. On the West Virginia Assessment Portal (wv.portal.cambiumast.com), select the **Test Administrator** icon. The **Test Administrators** page appears. Select the **TIDE** card. The log in page appears.




2. Enter your username and password and select **Secure Login**. If this is your first time logging in this school year, you will need to select **Request a new one for this school year** in order to reset your password. The TIDE site appears.

Login

A login form with a white background and a light gray border. It contains two input fields: "Email Address" with a person icon and "Password" with a lock icon. Below the password field is a red link "Forgot Your Password?". A blue "Secure Login" button is positioned below the fields. Below the button, the text "First Time Login This School Year?" is displayed in bold. Underneath, a message states "The password you used during the previous school year has expired." followed by a red link "Request a new one for this school year."

3. Enter Administration Details as applicable such as **User Role**, **District**, and **School**.



Administration Details

Select the Test Administration, User Role, District, and School (as applicable):

Test Administration:

User Role:

*State:

*District:

*School:

4. Select **Students** from the TIDE Dashboard under **Preparing for Testing**. The Students drop-down menu appears.



Administration: West Virginia 2020-2021 | User: Richardson, Trevor (TE)

[General Resources](#) [Help](#) [Inbox](#) [Manage Account](#) [Log Out](#)

Student ID/User Email



Administering Tests

-
-
-

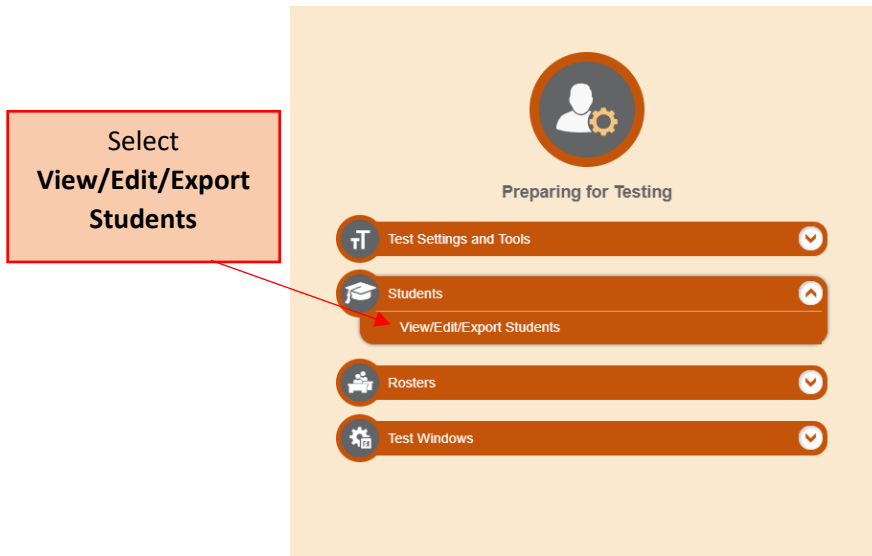


Preparing for Testing

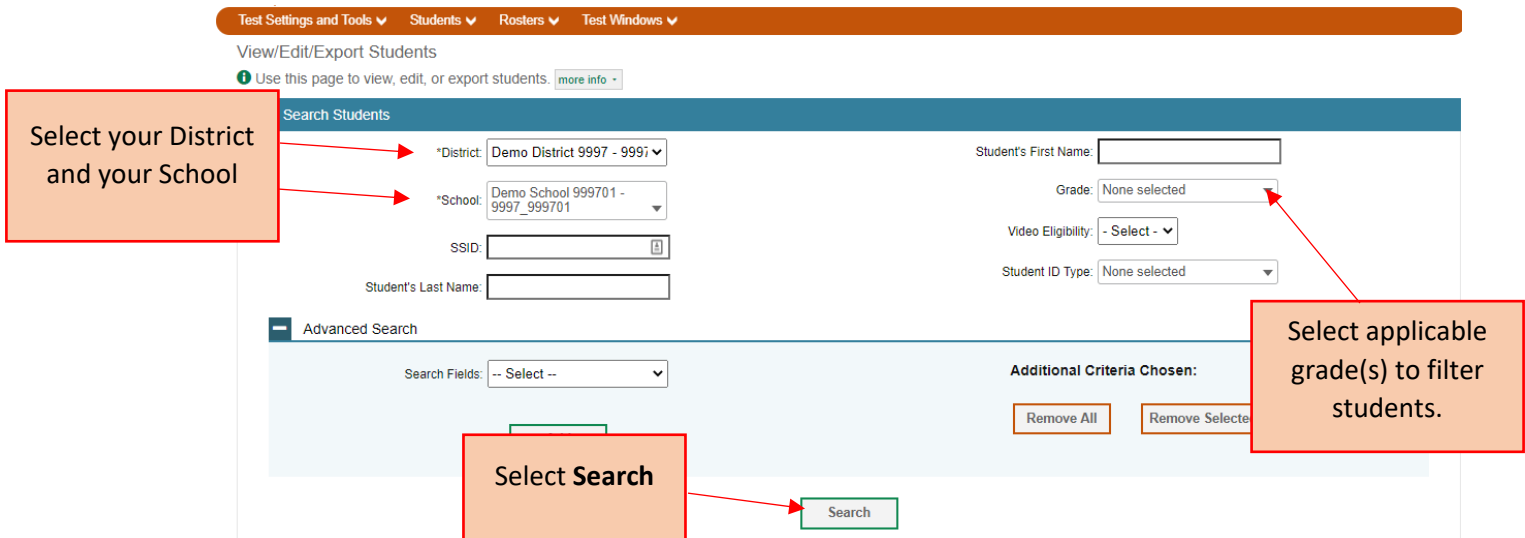
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Select **Students**

5. Select **View/Edit** from the drop-down menu. The **View/Edit/Export Students** page appears.



6. In the **Search Students** panel, select the District and School for which you are searching. Select **Search**. Students that meet the selected criteria will appear under the **Search Students** panel.
 - a. Optional: Filter students in the selected school by grade by selecting the applicable grade(s) in the **Grade** drop-down menu.






- In the **Search Students** panel, click on the Edit Icon for the student whose Interim Eligibility you will be editing. The **View/Edit Student** window appears for the selected student.





Test Settings and Tools ▾ Students ▾ Rosters ▾ Test Windows ▾

View/Edit/Export Students
 Use this page to view, edit, or export students. [more info](#)

+ Search Students

Number of students found: 70
 Enter search terms to filter search results 1-50 of 70 records | Page: of 2 

<input type="checkbox"/>	Edit	School Information		Student Information								Remote Proctoring Eligibility		
		District	School IRN	SSID	Student's Last Name	Student's First Name	Middle Name	Gender	Birth Date (MMDDYYYY)	Grade	P35 Braille		Paper Tester	Student ID Type
<input type="checkbox"/>		9997	9997_999701	WVT-29477	Test	TempID		Male	04112009	05		No	Temporary SSID	Yes
<input type="checkbox"/>		9997	9997_999701	999900007	Jeggers	Brittney		Female		05		No	SSID	Yes
<input type="checkbox"/>		9997	9997_999701	999180002	Goode	Lisa		Female		05		No	SSID	Yes
<input type="checkbox"/>		9997	9997_999701	999000006	Brown	George		Female		05		No	SSID	Yes

Select the **Edit** Icon.

- In the **View/Edit Student** window, scroll down to the **Interim Eligibility** panel. For Math and ELA, click on the drop-down menu to select the grade of Interim tests for the student to receive.

Interim Eligibility

Interim Testing Grade

Mathematics: 05 ▾

ELA: 05 ▾

Science: Select all
 03
 04
 05
 06
 07
 08

Race and Ethnicity

Hispanic or Latino: Yes No

American Indian or Alaska Native: Yes No

Asian: Yes No

Black or African American: Yes No

White: Yes No

Native Hawaiian or Other Pacific Islander: Yes No

Demographic Race Two or More Races: Yes No

Select the grade of Interim test.

- One the Interim grades have been selected, scroll to the bottom of the window and select **Save**.

Visual Assistance Tools	1. ELA - Reading	2. ELA - Writing	3. Mathematics	4. Science	5. ELPA
P44 - Line Tracker	Off	Off	Off	Off	Off
Mouse Pointer	System Default	System Default	System Default	System Default	

Integration with Assistive Technology					
Integration with Assistive Technology	1. ELA - Reading	2. ELA - Writing	3. Mathematics	4. Science	5. ELPA21 Sc
P01 or P13 - Text-To-Speech	None	None	None	None	⊗
P34 - American Sign Language	OFF	⊗	⊗	⊗	⊗
P36 - Closed Captioning	OFF	⊗	⊗	⊗	⊗
P40 - Print On Demand	None	None	Passages/Stimuli+Items	None	⊗
R21 - Permissive Mode for STT	OFF	OFF	OFF	OFF	OFF
R21- Dictation (Embedded STT)	⊗	OFF	⊗	⊗	⊗

ELPA21 Exempted Domains						
ELPA21 Exempted Domains	1. ELA - Reading	2. ELA - Writing	3. Mathematics	4. Science	5. ELPA21 Screener	6. ELPA21 Summative
Exempted Domains	⊗	⊗	⊗	⊗	No Exemptions	Listening

Select Save